

# CPCCCA2011A Matrix Map

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## ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Plan and prepare.	1.1. Work instructions and operational details are obtained, confirmed and applied from relevant information for planning and preparation purposes.	<p>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</p> <p>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</p> <p>Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</p> <p>Workplace Task: Safety requirements were identified and safety legislation complied with.</p>
	1.2. Safety (OHS) requirements are followed in accordance with safety plans and policies.	<p>Construction Safety Plan: Q1 Q2 Q3 Q4 Q5</p> <p>Work Health and Safety Acts: Q1 Q2 Q3</p> <p>Duty of Care - Workers and Others: Q1</p> <p>Steel strapping safety: Q1 Q2 Q3 Q4 Q5 Q6</p> <p>Disposal of Litter and Debris: Q5</p> <p>Workplace Task: Safety requirements were identified and safety legislation complied with.</p>
	1.3. Signage and barricade requirements are identified and implemented.	Types of Signage: Q1 Q2 Q3 Q4 Q5
	1.4. Tools and equipment selected to carry out tasks are consistent with job requirements, checked for serviceability, and any faults are rectified or reported prior to commencement.	<p>Steel strapping safety: Q1 Q2 Q3 Q4 Q5 Q6</p> <p>Workplace Task: Tools and equipment used were cleaned, checked, maintained and stored correctly after use. Faults reported to supervisor.</p>
	1.5. Material quantity requirements are calculated in accordance with plans, specifications and quality requirements.	<p>Work Instructions: Q1 Q2 Q3 Q4</p> <p>Calculate Quantities: Q1 Q2 Q3 Q4</p> <p>Storing Timber on-site: Q1 Q2 Q3 Q4 Q5</p>
	1.6. Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.	<p>Storing Timber on-site: Q1 Q2 Q3 Q4 Q5</p> <p>Workplace Task: Handle carpentry materials using safe lifting techniques.</p>

	1.7. Environmental requirements are identified for the project in accordance with environmental plans and statutory and regulatory authority obligations, and are applied.	Reporting workplace environmental hazards: Q1 Q2 Q3 Q4 Q5 Work Health and Safety Acts: Q1 Q2 Q3 Environmental legislation: Q1 Q2 Q3 Q4 Environmental protection: Q1 Q2 Q3 Q4 Q5 Q6 Q7
2. Manually handle, sort and stack carpentry materials and components.	2.1. Carpentry materials for handling are moved to specified location, applying safe manual handling techniques.	Manual lifting techniques: Q1 Q2 Q3 Q4 Q5 Q6 Storing Timber on-site: Q1 Q2 Q3 Q4 Q5 Workplace Task: Handle carpentry materials using safe lifting techniques.
	2.2. Carpentry materials and components are sorted to suit material type and size, stacked for ease of identification and retrieval and for task sequence and job location in accordance with job specifications.	Work Instructions: Q1 Q2 Q3 Q4 Manual lifting techniques: Q1 Q2 Q4 Q6 Storing Timber on-site: Q1 Q2 Q3 Q4 Q5 Workplace Task: Materials and components are sorted and stacked.
	2.3. Carpentry materials and components are protected against physical and water damage and stored clear of access ways, and for ease of identification, retrieval and distribution.	Storage of Materials: Q1 Q2 Storing Timber on-site: Q1 Q2 Q3 Q4 Q5 Workplace Task: Materials and component are protected to prevent them from being damaged.
3. Prepare for mechanical handling of materials.	3.1. Carpentry materials and components are stacked/banded for mechanical handling in accordance with the type of material and plant or equipment to be used.	Storing Timber on-site: Q1 Q2 Q3 Q4 Q5 Workplace Task: Materials are prepared for mechanical handling (banded/stacked).
	3.2. Carpentry materials and components are loaded, unloaded, moved or located at specified location.	Storing Timber on-site: Q1 Q2 Q3 Q4 Q5 Workplace Task: Materials are loaded, unloaded and moved to correct location.
4. Clean up.	4.1. Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.	Work Instructions: Q1 Q2 Q3 Q4 Work Health and Safety Acts: Q1 House Keeping: Q1 Q2 Q3 Q4 Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.

	<p>4.2. Hazardous materials are identified for separate handling.</p>	<p>What is a hazardous manual task: Q1                      Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5                      Storing Timber on-site: Q1 Q2 Q3 Q4 Q5                      JSAs: Q4 Q8 Q9 Q10 Q11 Q12                      House Keeping: Q1 Q2 Q3 Q4                      Hazardous Substances: Q1 Q2 Q3 Q4                      Workplace Task: Safety requirements were identified and safety legislation complied with.</p>
	<p>4.3. Non-toxic materials are removed using correct procedures.</p>	<p>Storing Timber on-site: Q1 Q2 Q3 Q4 Q5                      House Keeping: Q1 Q2 Q3 Q4</p>
	<p>4.4. Dust suppression procedures are used to minimise health risk to work personnel and others.</p>	<p>SDS Interpretation - Fibre Cement Sheeting: Q7 Q8 Q12                      House Keeping: Q1 Q2 Q3 Q4                      Dust in the work environment: Q1 Q2 Q3 Q4                      Hazardous Substances: Q1 Q2 Q3 Q4</p>
	<p>4.5. Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.</p>	<p>Storage of Materials: Q1 Q2                      House Keeping: Q1 Q2 Q3 Q4                      Workplace Task: Tools and equipment used were cleaned, checked, maintained and stored correctly after use. Faults reported to supervisor.</p>

## REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
communication skills to:	
<i>determine requirements</i>	<i>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Communication and Teamwork: Q1 Q2</i>
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	<i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Duty of Care - Workers and Others: Q1</i> <i>Communication and Teamwork: Q1 Q2</i> <i>Use of Communications Equipment: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Workplace Task: Safety requirements were identified and safety legislation complied with.</i>
<i>follow instructions</i>	<i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Communication and Teamwork: Q1 Q2</i> <i>Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>
read and interpret:	
<i>documentation from a variety of sources</i>	<i>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i>
<i>plans, specifications and drawings</i>	<i>Work Instructions: Q1 Q2 Q3 Q4</i>
<i>report faults</i>	
<i>use language and concepts appropriate to cultural differences</i>	<i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Types of Signage: Q1 Q2 Q3 Q4 Q5</i>
<i>use and interpret non-verbal communication, such as hand signals</i>	<i>Hand Signals and Construction Industry Terminology: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Types of Signage: Q1 Q2 Q3 Q4 Q5</i> <i>Communication and Teamwork: Q1 Q2</i>
<i>numeracy skills to apply measurements and make calculations</i>	<i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i>

<p><i>organisational skills, including the ability to plan and set out work</i></p>	<p><i>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>  <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i></p>
<p><i>teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities</i></p>	<p><i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i>  <i>Communication and Teamwork: Q1 Q2</i>  <i>Being an effective team member: Q1 Q2 Q3 Q4</i></p>
<p>technological skills to:</p>	
<p><i>use a range of mobile technology, such as two-way radio and mobile phones</i></p>	<p><i>Use of Communications Equipment: Q1 Q2 Q3 Q4 Q5 Q6</i></p>
<p><i>voice and hand signals to access and understand site-specific instructions.</i></p>	<p><i>Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i>  <i>Hand Signals and Construction Industry Terminology: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p>

## REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>asbestos characteristics and reporting requirements</i>	<i>Asbestos Awareness: Q1 Q2 Q3 Q4 Q5 Q6</i>
<i>carpentry material handling techniques</i>	<i>Manual lifting techniques: Q1 Q2 Q3 Q4 Q5 Q6</i>
<i>construction terminology</i>	<i>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i>
<i>hazardous materials found in construction work sites</i>	<i>What is a hazardous manual task: Q1</i> <i>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</i> <i>JSA's: Q4 Q8 Q9 Q10 Q11 Q12</i> <i>Hazardous Substances: Q1 Q2 Q3 Q4</i>
<i>job safety analysis (JSA) and safe work method statements</i>	<i>JSA's: Q1 Q2 Q3 Q5 Q6 Q7</i> <i>Safe Work Method Statements: Q1 Q2 Q3</i>
<i>material safety data sheets (MSDS)</i>	<i>About Safety Data Sheets: Q1 Q2 Q3 Q4</i> <i>SDS Interpretation - Cement: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>SDS Interpretation - Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 Q10</i>
<i>material sizes</i>	<i>Manual lifting techniques: Q2 Q3 Q4</i>
<i>materials storage and environmentally friendly waste management</i>	<i>Reporting workplace environmental hazards: Q1 Q2 Q3 Q4 Q5</i> <i>Storage of Materials: Q1 Q2</i> <i>Environmental legislation: Q1 Q2 Q3 Q4</i> <i>Environmental protection: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Disposal of Litter and Debris: Q1 Q2 Q3 Q4 Q5</i> <i>Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>
<i>plans, specifications and drawings</i>	<i>Planning and preparing the workplace: Q1</i> <i>Work Instructions: Q1 Q2 Q3</i>
<i>processes for the calculation of material requirements</i>	<i>Calculate Quantities: Q1 Q2 Q3 Q4</i>

<p><i>quality requirements and types of carpentry materials</i></p>	<p><i>Planning and preparing the workplace: Q3 Q4 Q5</i>  <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i></p>
<p><i>types, characteristics, uses and limitations of tools and equipment</i></p>	<p><i>Workplace Task: Tools and equipment used were cleaned, checked, maintained and stored correctly after use. Faults reported to supervisor.</i></p>
<p><i>workplace and equipment safety requirements.</i></p>	<p><i>Workplace Task: Handle carpentry materials using safe lifting techniques.</i></p>

## CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p>	
<p><i>locate, interpret and apply relevant information, standards and specifications</i></p>	<p><i>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>  <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i>  <i>Work Instructions: Q1 Q2 Q3</i>  <i>National Safety Standards: Q1</i>  <i>Workplace Task: Safety requirements were identified and safety legislation complied with.</i></p>
<p><i>comply with site safety plan and OHS legislation, regulations and codes of practice applicable to workplace operations</i></p>	<p><i>Construction Safety Plan: Q1 Q2 Q3 Q4 Q5</i>  <i>Work Health and Safety Acts: Q1 Q2 Q3</i>  <i>Safe Work Method Statements: Q2</i>  <i>Workplace Task: Safety requirements were identified and safety legislation complied with.</i></p>
<p><i>comply with organisational policies and procedures, including quality requirements</i></p>	<p><i>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>  <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i>  <i>Disposal of Litter and Debris: Q5</i>  <i>Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>  <i>Workplace Task: Safety requirements were identified and safety legislation complied with.</i></p>
<p><i>safely and effectively use tools and equipment</i></p>	<p><i>Workplace Task: Materials are prepared for mechanical handling (banded/stacked).</i>  <i>Workplace Task: Safety requirements were identified and safety legislation complied with.</i></p>
<p><i>communicate and work effectively and safely with others</i></p>	<p><i>Communication and Teamwork: Q1 Q2</i>  <i>Use of Communications Equipment: Q1 Q2 Q3 Q4 Q5 Q6</i>  <i>Being an effective team member: Q1 Q2 Q3 Q4</i>  <i>Workplace Task: Handle carpentry materials using safe lifting techniques.</i>  <i>Workplace Task: Safety requirements were identified and safety legislation complied with.</i></p>
<p><i>safely handle, sort and stack varying lengths of timber, providing quick access and use</i></p>	<p><i>Workplace Task: Materials are loaded, unloaded and moved to correct location.</i>  <i>Workplace Task: Handle carpentry materials using safe lifting techniques.</i></p>



<i>safely move and stack a given quantity of sheet material</i>	<i>Calculate Quantities: Q1 Q2 Q3 Q4</i> <i>Gyprock safety: Q1 Q2 Q3</i> <i>Storing Sheet flooring: Q1 Q2 Q3 Q4</i> <i>Workplace Task: Handle carpentry materials using safe lifting techniques.</i> <i>Workplace Task: Materials are loaded, unloaded and moved to correct location.</i>
<i>safely handle carpentry components for one carpentry project.</i>	<i>Workplace Task: Handle carpentry materials using safe lifting techniques.</i> <i>Workplace Task: Materials and components are sorted and stacked.</i> <i>Workplace Task: Materials and component are protected to prevent them from being damaged.</i>

## RANGE STATEMENTS

Range Statements		Task / Question Map
<i>Information includes:</i>	<i>diagrams or sketches</i>	
	<i>instructions issued by authorised organisational or external personnel</i>	<i>Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i>
	<i>manufacturer specifications and instructions where specified</i>	<i>Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i>
	<i>memos</i>	<i>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>
	<i>MSDS</i>	<i>About Safety Data Sheets: Q1 Q2 Q3 Q4</i> <i>SDS Interpretation - Cement: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>SDS Interpretation - Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q10</i>
	<i>organisation work specifications and requirements</i>	<i>Work Instructions: Q1 Q2 Q3 Q4</i>
	<i>plans and specifications</i>	<i>Planning and preparing the workplace: Q1</i> <i>Work Instructions: Q1 Q2 Q3 Q4</i>
	<i>regulatory and legislative requirements pertaining to handling carpentry materials</i>	<i>Work Health and Safety Acts: Q1 Q2 Q3</i>
	<i>relevant Australian standards</i>	<i>National Safety Standards: Q1</i>
	<i>safe work procedures related to handling carpentry materials</i>	<i>Duty of Care - Workers and Others: Q1</i> <i>Safe Work Method Statements: Q1 Q2 Q3</i> <i>Workplace Task: Safety requirements were identified and safety legislation complied with.</i>
	<i>signage</i>	<i>Types of Signage: Q1 Q2 Q3 Q4 Q5</i>
	<i>verbal or written and graphical instructions</i>	<i>Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i>
	<i>work bulletins</i>	
	<i>work schedules.</i>	
<i>Planning and preparation include:</i>	<i>work site inspection</i>	
	<i>equipment defect identification</i>	

	<i>assessment of conditions and hazards</i>	<i>What is a hazardous manual task: Q1</i> <i>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</i> <i>JSAs: Q4 Q8 Q9 Q10 Q11 Q12</i> <i>Hazardous Substances: Q1 Q2 Q3 Q4</i>
	<i>determination of work requirements.</i>	<i>Planning and preparing the workplace: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>
<i>Safety (OHS) is to be in accordance with legislation, regulations, codes of practice, organisational safety policies and procedures, and project safety plan and may include:</i>	<i>emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation</i>	<i>Construction Safety Plan: Q1 Q2 Q3 Q4 Q5</i> <i>Work Health and Safety Acts: Q1 Q2 Q3</i> <i>Safe Work Method Statements: Q2</i> <i>Disposal of Litter and Debris: Q5</i> <i>Emergency Procedures: Q1 Q2</i> <i>First Aid for Minor Injuries: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i> <i>Common Causes of Fire at Construction Sites: Q1</i>
	<i>handling of materials</i>	<i>Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5</i> <i>Gyprock safety: Q1 Q2 Q3</i> <i>Storing Sheet flooring: Q1 Q2 Q3 Q4</i> <i>Storing Timber on-site: Q1 Q2 Q3 Q4 Q5</i>
	<i>hazard control</i>	<i>What is a hazardous manual task: Q1</i> <i>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</i> <i>JSAs: Q4 Q8 Q9 Q10 Q11 Q12</i> <i>Hazardous Substances: Q1 Q2 Q3 Q4</i>
	<i>hazardous materials and substances</i>	<i>What is a hazardous manual task: Q1</i> <i>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</i> <i>JSAs: Q4 Q8 Q9 Q10 Q11 Q12</i> <i>Hazardous Substances: Q1 Q2 Q3 Q4</i>
<i>safe operating procedures, including the conduct of operational risk assessment and treatments associated with:</i>		
	<i>earth leakage boxes</i>	
	<i>lighting</i>	
	<i>personnel</i>	
	<i>power cables, including overhead service trays, cables and conduits</i>	
	<i>restricted access barriers</i>	<i>Falls in Construction: Q1 Q2 Q3 Q4 Q5</i>

	<i>surrounding structures</i>	
	<i>traffic control</i>	
	<i>trip hazards</i>	<i>What is a hazardous manual task: Q1</i> <i>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</i> <i>JSA's: Q4 Q8 Q9 Q10 Q11 Q12</i> <i>Hazardous Substances: Q1 Q2 Q3 Q4</i>
	<i>work site visitors and the public</i>	<i>Duty of Care - Workers and Others: Q1</i>
	<i>working at heights</i>	<i>Falls in Construction: Q1 Q2 Q3 Q4 Q5</i>
	<i>working in confined spaces</i>	
	<i>working with dangerous materials</i>	<i>Hazardous Substances: Q1 Q2 Q3 Q4</i>
	<i>organisational first aid</i>	<i>First Aid for Minor Injuries: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i>
	<i>personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices</i>	<i>Work Health and Safety Acts: Q1</i> <i>Safe Work Method Statements: Q2</i> <i>Disposal of Litter and Debris: Q5</i>
	<i>use of firefighting equipment</i>	<i>Common Causes of Fire at Construction Sites: Q1</i>
	<i>use of tools and equipment</i>	<i>Workplace Task: Materials are prepared for mechanical handling (banded/stacked).</i>
	<i>workplace environment and safety.</i>	<i>Reporting workplace environmental hazards: Q1 Q2 Q3 Q4 Q5</i> <i>Environmental legislation: Q1 Q2 Q3 Q4</i> <i>Environmental protection: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i>
<i>Tools and equipment include:</i>	<i>banders</i>	<i>Workplace Task: Materials are prepared for mechanical handling (banded/stacked).</i>
	<i>hammers</i>	<i>Workplace Task: Tools and equipment used were cleaned, checked, maintained and stored correctly after use. Faults reported to supervisor.</i>
	<i>pallets</i>	<i>Workplace Task: Tools and equipment used were cleaned, checked, maintained and stored correctly after use. Faults reported to supervisor.</i>
	<i>pinch bars</i>	<i>Workplace Task: Tools and equipment used were cleaned, checked, maintained and stored correctly after use. Faults reported to supervisor.</i>
	<i>tin snips</i>	<i>Workplace Task: Tools and equipment used were cleaned, checked, maintained and stored correctly after use. Faults reported to supervisor.</i>
	<i>wheelbarrows.</i>	<i>Workplace Task: Tools and equipment used were cleaned, checked, maintained and stored correctly after use. Faults reported to supervisor.</i>

<i>Quality requirements include relevant regulations, including:</i>	<i>Australian standards</i>	<i>Work Health and Safety Acts: Q1 Q2 Q3 National Safety Standards: Q1 Safe Work Method Statements: Q2</i>
	<i>internal company quality policy and standards</i>	<i>Work Health and Safety Acts: Q1 Q2 Q3 National Safety Standards: Q1 Safe Work Method Statements: Q2 Disposal of Litter and Debris: Q5</i>
	<i>manufacturer specifications, where specified</i>	<i>Work Instructions: Q1 Q2 Q3 Q4 Work Health and Safety Acts: Q1 Q2 Q3 Safe Work Method Statements: Q2</i>
	<i>workplace operations and procedures.</i>	<i>Work Health and Safety Acts: Q1 Q2 Q3 Safe Work Method Statements: Q2</i>
<i>Materials include:</i>	<i>bricks and concrete masonry units</i>	<i>Storing bricks : Q1 Q2 Q3 Q4</i>
	<i>concrete components</i>	<i>Storing bricks : Q1 Q2 Q3 Q4</i>
	<i>glass</i>	
	<i>insulation</i>	
	<i>joinery units</i>	
	<i>metal sheeting</i>	
	<i>paints and sealants</i>	
	<i>plaster or fibre cement sheeting</i>	<i>Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 Gyprock safety: Q1 Q2 Q3 SDS Interpretation - Fibre Cement Sheeting: Q5 Q6 Q7 Q8 Q9 Q11 Q12</i>
	<i>reconstituted timber products</i>	
	<i>reinforcement materials</i>	
	<i>scaffolding components</i>	
	<i>structural steel sections and components</i>	
	<i>timber.</i>	<i>Storage of Materials: Q1 Q2 Storing Sheet flooring: Q1 Q2 Q3 Q4 Storing Timber on-site: Q1 Q2 Q3 Q4 Q5</i>

<i>Environmental requirements include:</i>	<i>clean-up protection</i>	<i>Reporting workplace environmental hazards: Q1 Q2 Q3 Q4 Q5 Environmental legislation: Q1 Q2 Q3 Q4 Environmental protection: Q1 Q2 Q3 Q4 Q5 Q6 Q7 House Keeping: Q1 Q2 Q3 Q4</i>
	<i>noise and dust</i>	<i>Reporting workplace environmental hazards: Q1 Q2 Q3 Q4 Q5 SDS Interpretation - Fibre Cement Sheeting: Q7 Q8 Q12 Environmental legislation: Q1 Q2 Q3 Q4 Environmental protection: Q1 Q2 Q3 Q4 Q5 Q6 Q7 House Keeping: Q1 Q2 Q3 Q4 Dust in the work environment: Q1 Q2 Q3 Q4</i>
	<i>waste management.</i>	<i>Reporting workplace environmental hazards: Q1 Q2 Q3 Q4 Q5 Environmental legislation: Q1 Q2 Q3 Q4 Environmental protection: Q1 Q2 Q3 Q4 Q5 Q6 Q7 House Keeping: Q1 Q2 Q3 Q4 Disposal of Litter and Debris: Q1 Q2 Q3 Q4 Q5 Workplace Task: Work area cleaned and waste disposed of in accordance to company policy and environmental legislation.</i>
<i>Statutory and regulatory authorities include:</i>	<i>federal, state and local authorities administering applicable Acts, regulations and codes of practice.</i>	<i>Work Health and Safety Acts: Q2 Q3 Safe Work Method Statements: Q2</i>
<i>Handling includes:</i>	<i>handling activities may require assistance of others where size or weight is a factor</i>	<i>Storing Timber on-site: Q1 Q2 Q3 Q4 Q5 Storing bricks : Q1 Q2 Q3 Q4</i>
	<i>manual handling, which includes using pallets, carrying materials using correct lifting techniques and control of waste</i>	<i>Manual lifting techniques: Q1 Q2 Q3 Q4 Q5 Q6 Storing bricks : Q1 Q2 Q3 Q4 Disposal of Litter and Debris: Q1 Q2 Q3 Q4 Q5</i>
	<i>preparing for mechanical handling, which includes forklifts, pallet jacks and trucks</i>	<i>Forklift Safety: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Storing bricks : Q1 Q2 Q3 Q4</i>

	<i>procedures such as MSDS, calculating quantities, and stacking and storing of materials.</i>	<p>About Safety Data Sheets: Q1 Q2 Q3 Q4</p> <p>SDS Interpretation - Cement: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</p> <p>Calculate Quantities: Q1 Q2 Q3 Q4</p> <p>Storage of Materials: Q1 Q2</p> <p>Storing bricks : Q1 Q2 Q3 Q4</p> <p>SDS Interpretation - Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q10</p>
<i>Protected includes:</i>	<i>correct handling and stacking techniques without damaging the material</i>	<p>Storage of Materials: Q1 Q2</p> <p>Storing Sheet flooring: Q1 Q2 Q3 Q4</p> <p>Storing Timber on-site: Q1 Q2 Q3 Q4 Q5</p> <p>Storing bricks : Q1 Q2 Q3 Q4</p>
	<i>protecting with covers.</i>	<p>Storage of Materials: Q1 Q2</p> <p>Storing Sheet flooring: Q1 Q2 Q3 Q4</p> <p>Storing Timber on-site: Q1 Q2 Q3 Q4 Q5</p> <p>Storing bricks : Q1 Q2 Q3 Q4</p>
<i>Hazardous materials include:</i>	<i>coatings</i>	<p>What is a hazardous manual task: Q1</p> <p>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</p> <p>JSAs: Q4 Q8 Q9 Q10 Q11 Q12</p> <p>Hazardous Substances: Q1 Q2 Q3 Q4</p>
	<i>glues</i>	<p>What is a hazardous manual task: Q1</p> <p>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</p> <p>JSAs: Q4 Q8 Q9 Q10 Q11 Q12</p> <p>Hazardous Substances: Q1 Q2 Q3 Q4</p>
	<i>inflammable materials</i>	<p>What is a hazardous manual task: Q1</p> <p>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</p> <p>JSAs: Q4 Q8 Q9 Q10 Q11 Q12</p> <p>Hazardous Substances: Q1 Q2 Q3 Q4</p>
	<i>solvents.</i>	<p>What is a hazardous manual task: Q1</p> <p>Characteristics of Hazardous Manual Tasks: Q1 Q2 Q3 Q4 Q5</p> <p>JSAs: Q4 Q8 Q9 Q10 Q11 Q12</p> <p>Hazardous Substances: Q1 Q2 Q3 Q4</p>

<i>Non-toxic materials include:</i>	<i>general carpentry materials with appropriate labelling.</i>	<i>About Safety Data Sheets: Q2 Q3 Q4</i>
<i>Dust suppression includes:</i>	<i>keeping dust in the air to a minimum.</i>	<i>Fibre Cement Sheeting: Q1 Q2 Q3 Q4 Q5 SDS Interpretation - Fibre Cement Sheeting: Q7 Q8 Q12 Dust in the work environment: Q1 Q2 Q3 Q4</i>